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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

18 February 1954

1. Colonel White mentioned that a regular schedule for DD/A staff meetings has been adopted. These meetings will be held regularly on the second, third and fourth Thursdays of each month at eleven o'clock. The Director's Dining Room has been reserved for the first Thursday of each month in order to have a luncheon for DD/A office heads. The time for these luncheons will be 1300 hours.

2. Colonel White stated that he had received a report of a survey of cover problems prepared by the FI Staff. This report asserts that administrative regulations which affect non-official cover fall short of meeting the Agency's requirements. The DD/A organization was requested to designate a full-time senior official to work with the Cover Division in formulating new procedures. Colonel White indicated that he would welcome the opportunity to provide assistance in developing regulations which would be responsive to the Agency's needs in this connection. Mr. [REDACTED] was designated to represent the DD/A organization on this task.

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3. Colonel White said that Mr. [REDACTED] would probably visit DD/A offices for orientation sometime in the future. Mr. [REDACTED] entered on duty on 1 February 1954 as Special Assistant to the Director for Planning and Coordination. Colonel White felt that during such briefings the various offices should include explanations of the need for the individual office to participate in planning activities insofar as such planning would involve the procurement and utilization of resources and services for which the office was responsible.


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4. The general purpose of a letter of instructions recently issued to General [REDACTED] by the Director was outlined and discussed. The letter provides for the reduction of the size of [REDACTED] to an absolute minimum. Any activities which can be performed outside [REDACTED] are to be transferred to such locations. A copy of this letter will be made available to each office which should have it for information.

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5. Colonel White said that it had been announced at the last meeting of Assistant Directors that a channel of appeal had been set up for those cases when Agency components did not wish to accept security findings on applicants for employment. Under this procedure the Director of Security will brief the requesting office insofar as the Security Office deems appropriate. If the requesting office is still dissatisfied and the Deputy Director concerned agrees with the viewpoint of the office head, an appeal may be taken to the DDCI or the DCI.

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6. Colonel White said that the Office of Training was currently conducting the second series of Human Resources meetings scheduled for DD/A personnel. He urged that DD/A personnel participating in these meetings make every effort to attend the full series; persons should be absent only if there is no possible alternative.

7. The Office of the Comptroller has completed its analysis of fiscal obligations incurred during the first half of the current Fiscal Year. This study indicates that there will probably be a money surplus at the end of the Fiscal Year. Colonel White felt that the DD/A offices should make a careful study of their needs, and, if justifiable, to request the obligation of funds prior to the end of the Third Quarter. However, it was emphasized that no request should be made for the purpose of using up the surplus. All requests must reflect requirements which can be readily justified.

8. Colonel White said that, in principle, the Director has agreed to the transfer of his Office to South Building. As a result of this decision, it will be necessary to develop detailed plans for shifting other organizations in order to make space available in advance of the transfer. Colonel White said that in order to provide for an equitable allocation of existing air-conditioning equipment it would be necessary to restudy the requirements of Agency offices in the light of the new situation which will exist as a result of the forthcoming physical shifts.

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File
Meetings

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